



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: August 29, 2003
CLOSING DATE: September 16, 2003

Recruiting Bulletin No. #RO-A-03-01
Boston Regional Office
Boston, Massachusetts

**OFFICE AUTOMATION CLERK
GG-0326-04, \$24,442 per year; \$11.71 per hour**

PROMOTION POTENTIAL: NONE

NUMBER OF VACANCIES: 2

**SCHEDULE A APPOINTMENT NOT-TO- EXCEED 1 YEAR, WITH POTENTIAL FOR
EXTENDING UP TO AN ADDITIONAL YEAR**

DUTIE STATION: BOSTON REGIONAL OFFICE - BOSTON, MA

AREA OF CONSIDERATION: All Sources

DUTIES: The incumbent uses office automation equipment and a variety of software to produce various documents in draft or final form. Reviews incoming mail, receives and refers telephone calls and visitors to appropriate coworkers. Provides assistance to outside contacts as appropriate. Maintains office files. Assists staff members on individual projects. Types and/or files forms, memoranda, and correspondence. Maintains time and attendance records. Provides automation support, e.g. data entry. Operates various office machines.

QUALIFICATIONS:

APPLICANTS MUST BE QUALIFIED TYPISTS (40 words/minute).

GG-04: 1 Year General Experience OR 2 Years Above High School

General Experience is described as: progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties. You may qualify for a position based on your education, experience, or a combination of both.

BASIS OF RATING: Applicants will be evaluated on the basis of the quality and extent of their total experience, education and accomplishments.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, contact Joseph Coelho(617) 424-0504.

HOW TO APPLY: Applicant must submit a separate completed Optional Application for Federal Employment (OF-612), or a resume. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and

determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (this Federal job requires U.S. Citizenship)
- Veteran's Preference - Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Complete application package must be received by the closing date of the bulletin and submitted to:

**Bureau of the Census
2 Copley Place, Suite 301
P.O. Box 9108
Boston, Massachusetts 02117-9108
Attn: Joseph Coelho**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- Employees who receive a Voluntary Separation Incentive payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED REASONABLE ACCOMMODATIONS FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THIS AGENCY. THE DECISION ON GRATING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.